

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
DECEMBER 11, 2008**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Marie Dowling, Dennis Doyle, Anna Eddy, Sue Halpin, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, Tony Palermino, Eric Rothauser, Neil Ryan, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Sue Wright

STAFF

Marian Amodeo, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Kris Nasinnyk

FRIENDS MEMBER

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Maureen O'Connor Lyons at 7:05 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

MOTION: Marie Dowling made a motion to accept the minutes of the regular monthly meeting of November 10, 2008, Dennis Doyle seconded the motion, and the motion to accept the minutes of the regular monthly meeting of November 10, 2008 was unanimously approved with a 12-1 vote, Neil Ryan stated she would abstain since she was not present at the November meeting.

Judy passed around a thank you note from Marian. Judy also read a letter from a Ms. Adela Urban of Columbia, Connecticut who came across some pictures of the library that she thought could go into any historical records.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that money has been received for the Palermino Scholarship Fund.

V. LIBRARY DIRECTOR'S REPORT

Marian reported November was a very busy month with a 31% increase in children's programs, 4,505 unique remote hits on the Library's website, and a 13% increase of people coming into the Library. On Veteran's Day staff attended a morning workshop with Christine Bradley, Library Consultant, on a planning process. One of the issues Christine discussed was where staff sees the Library in 2018. Marian has to provide a list of meeting dates for 2009 for the Town Clerk; she asked the Board about closing again on Veteran's Day. The Board agreed that the Library should be closed on Veteran's Day. The draft of the Town's Charter Revision is on the Town website; the section related to the Library has only one change and that is changing the name from Board of Directors to Board of Trustees. Marian reported that she is looking into using the Town's GIS mapping system for library card holders to see where they live.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that the new Teen Librarian Bailey Ortiz will begin working full time in January. The Winter Reading Program will begin on January 6th for Adults (Warm Up With A Good Book) and January 10th for children (Books Are Cool) – this is a five week program.

VII. FRIENDS OF THE LIBRARY

Natalie Harbeson reported that Tellebration was very successful and had more attendance this year than in the past. At the present time the Friends' membership dues have raised \$13,246 – there is a big membership renewal in the Fall.

1. Friends' Storage Unit Update

Eric met with Ed Meehan and Marian. Eric will be speaking with the Town Attorney to find a solution to this issue.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Revisions to Collection Development Policy – **VOTE REQUIRED**

Neil stated that the last time any additions were made to this policy was in December 2003. The policy is extremely detailed and well written. **MOTION: Anna Eddy made a motion to approve the revisions to the Collection Development Policy as presented by the PEP Committee, Paul Crosswaith seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

2. Revisions to Exhibit Policy – **VOTE REQUIRED**

Neil reported that the PEP Committee has recommended that artists who display their art in the Community Room at the Library will be made aware that the Library will receive 15% of any sale of the art; however the sold art will not be removed from the Library until the completion of the exhibit. Marie commented that the Library is not in the business of selling art work. Iris asked where the money would go and the response was into a reserve account and is spent at the discretion of the Board. The PEP Committee is aware that the artist will be using an honor system as staff will not keep track of any sales. **MOTION: Neil Ryan made a motion that at the recommendation of the PEP Committee an Exhibit Policy has been established wherein any sales of art that an artist makes, the artist will provide 15% of the money for such sale to the Library, Dennis Doyle seconded the motion, the motion passed with a 12-1 vote.**

B. Investment Committee

1. Results of Meeting of November 25th

Eric reported that the Investment Committee met with the financial advisor who continues to advise to ride out the present economic situation. The financial advisor also advised to meet and discuss investments more frequently so any adjustments that may need to be made can be done so in a timely manner. Eric also reported that he will be meeting with the accountant regarding the reserve accounts to get a rough accounting of gifts.

C. House Committee

1. Walk-Through Scheduled for Saturday, January 10th at 9:30 AM

Marie reported that the walk-through has been scheduled for January 10th and there is a lot of work to do.

D. Facility and Site

1. Comparison of Bids on Mill Street Property Clean-up

Paul distributed comparison bids from four different landscapers. There was a question on if the bids included maintenance of the property. Anna asked if the Town has been maintaining the property and Marian responded that they have done something in the past and she will ask about future maintenance. **MOTION: Anna Eddy made a motion to engage the services of Lenares Landscaping at their offered bid of \$3,500 to clean-up the property adjacent to the Library, Iris Larsson seconded the motion, the motion passed with a 12-1 vote.**

E. Fund Development

Anna reported that neither she nor Marian was able to attend the Hartford Foundation for Public Giving workshop, but she will keep her eye out for future workshops. Anna

has contacted area senior facilities and will be providing a presentation to Middlewoods of Newington. The Board had a copy of the Gift Acceptance Policy in their packets. The text of this Gift Acceptance Policy will be on the website soon.

F. Budget

1. Presentation of Budget Request for Fiscal Year 2009-2010

The Board had two documents in their packets – Option A and Option B. Trudie reviewed these with the Board. The Board discussed the various ways of the 0% increase, 5% decrease, and 10% decrease that these options showed. **MOTION: Tony Palermino made a motion to have the Budget Committee present Option B to the Town Manager, Eric Rothauser seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

IX. OLD BUSINESS

A. 5K Race

Eric reported that the 5K Race Committee met this evening and brainstormed some ideas regarding different price structures, a family rate, partnering with the Friends, giving Friends members a \$5 discount, cash prizes. The Committee realizes that obtaining sponsorships will be tough. Beginning in January the 5K Race Committee will meet at 6:30 PM prior to the monthly Board meeting.

B. Friends' Storage Unit Update

This was discussed under the Friends report.

C. Patriot Act Issues

Eric has had no report.

D. Scholarship Update

Marian reported revisions to the application are being made as to the term, eligibility, and award process. Tony and his family will review the application revisions.

X. NEW BUSINESS

There was no New Business.

XI. PUBLIC PARTICIPATION

Newington Night of Lights is scheduled for Saturday, December 13th at 5:00 PM on Main Street in Newington.

Natalie commented that the Library has very important resources and in these tough economic times these resources are being used more than ever. The Newington Town Council should be

made aware of how important the Library is and not cut the budget. She also stated that this is happening across the country and people should contact their legislators to make them aware that library budgets should not be cut.

XII. EXECUTIVE SESSION REGARDING BOARD APPOINTMENTS

MOTION: Judy Igielski made a motion to go into Executive Session to discuss Board Appointments, Eric Rothauser seconded the motion, all were in favor, and the motion to go into Executive Session was unanimously approved with a 13-0 vote at 8:37 PM.

XIV. ADJOURNMENT

The Board adjourned at 8:50 pm.